

**LAND AND WATER CONSERVATION BOARD  
ADVISORY COMMITTEE ON RESEARCH  
MEETING MINUTES**

**January 9, 2024  
Microsoft Teams Meeting**

**Item #1      Call to Order – Roll call, open meeting notice, approval of agenda, approval of November 7, 2023 Committee meeting minutes.**

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**Call to Order**

The Advisory Committee on Research (“Committee”) to the Land and Water Conservation Board (“LWCB” or “Board”) met via videoconference on January 9, 2024. The meeting was preceded by public notice as required by Wis. Stat. § 19.84. The meeting was called to order by Committee Chair Ron Grasshoff at **9:03 am**.

**Committee Members Present**

**Members:** Ron Grasshoff, Monte Osterman and Tim Anderson. A quorum was present.

**Committee Advisors Present**

**Advisors:** Amber Radatz (UW-Extension).

**Approval of Agenda**

**Motion**

Grasshoff motioned to adjust the agenda to switch agenda items 2 (Discuss 2023 LWCB Survey Report and Report Distribution) with item 3 (Review Section VIII. of LWCB Bylaws: Committees- LWCB Advisory Committee on Research) and approve of the updated agenda. This was seconded by Anderson, and the motion carried unanimously.

**Approval of Minutes**

**Motion**

Anderson motioned to approve the draft minutes of the November 7, 2023 meeting minutes as presented, seconded by Grasshoff, and the motion carried unanimously. The approved minutes shall be posted as the official meeting record for publication on the LWCB website.

**Item #1      Review Section VIII. of LWCB Bylaws: Committees- LWCB Advisory Committee on Research**

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Smith reviewed the structure of the Advisory Committee on Research as defined in the LWCB Bylaws with the Committee. Osterman requested that the bylaws incorporate a mandate that at least one member shall be a representative of County Land Conservation Committees. Arriaga previously noted changes to the names for Division of Extension and Universities of Wisconsin that should be acknowledged in the bylaws. Osterman motioned to approve the presented revisions for adoption at the next LWCB board meeting, seconded by Grasshoff. The motion carried unanimously.

**Item #2      Discuss 2023 LWCB Survey Report and Report Distribution**

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Katy Smith, DATCP, informed the Committee at the November 9, 2023 meeting that Advisor Arriaga forwarded an additional list of UW contacts for report distribution. Distribution of the Survey Report to the list of UW contacts had been put on hold while the new DATCP AIS Program Manager Biefeld, was being on-boarded. Biefeld will work with Grasshoff and Radatz to finesse language in the letter to the additional report recipients asking for replies on what research topics they are already engaging in that fit within the priorities of the survey and to identify unmet needs or gaps within the survey.

**Item #3      2024 Work Plan for the Advisory Committee on Research**

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The Committee discussed its charge to create a sustainable, lasting process for advising the Universities of Wisconsin on research and outreach needs relating to soil and water conservation and develop a work plan to include goals, strategies, and action items to address communication needs ascertained from the LWCB survey report. Also topics/issues about the survey included: Distribution of the survey results, frequency of a new survey, developing an annual Universities of Wisconsin research and education reflection, and LWCB board education opportunities. A work plan was developed and Osterman moved to approve the work plan, with the option to amend it at each committee meeting as needed. Grasshoff seconded the motion, and it carried unanimously.

**Item #4      Member Updates with Possible Discussion**

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Osterman discussed he would be attending two National Association of Conservation Districts (NACD) meetings over the next couple of months and share his findings, including the North Central region meeting in Springfield Illinois, and the NACD annual meeting in San Diego. He shared that NACD will be hosting the 2025 annual meeting in Milwaukee, and hoped that LWCB members would be able to join.

**Item #5      Planning for the Next Advisory Committee Meeting**

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Chair Grasshoff, indicated Committee members should plan for a 1 hour meeting on Tuesday, March 5th, 2024.

**Item #6      Adjourn**

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**Motion**

Osterman motioned to adjourn, seconded by Grasshoff, and the motion carried unanimously. The meeting was adjourned at 10:18 am.

Respectfully submitted by,

Kirsten Biefeld, Bureau of Land and Water Resources  
Division of Agricultural Resource Management  
WI Department of Agriculture, Trade and Consumer Protection